

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



June 17, 1975

ALL-COUNTY LETTER NO. 75-120

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: REVISION TO FORM DFA 296, "FOOD STAMP PROGRAM MONTHLY  
STATISTICAL REPORT"

REFERENCE:

To assist counties in the preparation of the Food Stamp Program Monthly Statistical Report (Form DFA 296), revisions have been made to the report instructions clarifying the definitions and expanding instructions for the reporting of specific items. Also, as guides to the proper reporting of required data, specific examples have been included in the instructions.

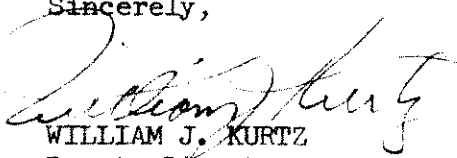
Certain modifications have been made to the report form. Columns have been added to Part A., "New Application Processing," for reporting PA (public assistance) and NA (nonassistance) counts for each item, separately, as well as for reporting counts for both classifications combined.

In Part B., "Certified Caseload Movement," Item 7., Cases added during month now includes an additional category, "Other approvals," (Item 7.d.).

Attached are copies of the revised form and instructions which will be effective for the report month of June 1975, and due July 20, 1975. Additional forms should be ordered through regular channels.

Questions should be directed to the Program Information Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

  
WILLIAM J. KURTZ  
Deputy Director

Attachments

cc: CWDA

**OBSOLETE**Superseded by ACL # 77-15Issued 3-17-77

# INSTRUCTIONS FOR COMPLETING FOOD STAMP PROGRAM

## MONTHLY STATISTICAL REPORT, DFA 296

EFFECTIVE FEBRUARY 1, 1975

### CONTENT

The report provides monthly statistical data on application processing, certified caseload movement, recertification processing, and suspensions for the Public Assistance (PA) and Nonassistance (NA) segments of the Food Stamp caseload.

### PURPOSE

The purpose of the data is (1) to provide County, State, and Federal administrators with information for program planning and management; (2) to provide information on the status and trends in the Food Stamp Program; and (3) to provide information for compiling a yearly report (mandated by W&I Code, Section 18913) for the California Legislature evaluating the effectiveness of the Food Stamp Program.

### DISTRIBUTION OF REPORTED INFORMATION

Data from this report are compiled and published in the monthly statistical summary, Public Welfare in California for the distribution to program managers, county welfare departments and other interested agencies and individuals.

### DUE DATE AND SUBMITTAL INSTRUCTIONS

Two copies of the Form DFA 296 will be prepared at the end of each report month. One copy is retained for county files. The other copy is to be sent to:

Program Information Bureau  
Department of Benefit Payments  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

It is to be received no later than the 20th calendar day of the month following the report month.

### DEFINITIONS

PA and NA Classifications - An assistance (PA) household is one in which all members are included in either a federally aided public assistance grant or a PA approved county general assistance grant. All other households are classified as nonassistance (NA) households. (See Food Stamp Manual of Policies and Procedures, Section 63-2110.1, .2.)

### INSTRUCTIONS FOR ITEMS

#### Part A. New Application Processing

New applications are defined as the identifiable (legible name and address) and signed applications (WR 2, WR 2A, or DFA 285) received from persons not currently certified for food stamps in the county. This definition will be used for reporting purposes since it more clearly identifies persons coming onto the caseload.

Include new applications received from transfer cases whose Form FNS-286 contains information that could not be verified. (See Food Stamp Manual of Policies and Procedures, Section 63-2423.) Those cases which are reclassified from PA to NA or vice versa with a break in benefits (i.e., they do not receive food stamp benefits for consecutive months) or with a change in head of household are to be treated as new applications.

1. Pending from last month - Enter number of Food Stamp applications for both PA and NA applicants pending from the previous month. The count should equal Item 5 of the previous month's report. If not, explain on the back.
2. Received during the month - Enter the number of new applications received during the report month. A household whose certification period expired, did not request recertification until late in the month after the certification period expired and was certified for the following month causing a break in benefits, would be treated as a new application for the month in which the request for recertification was made. See instructions for Item 8b and the examples following the instructions for Part D in order to properly report these types of cases.
3. Total during the month - Enter the number of all active applications, which is the sum of Item 1 and Item 2.
4. Disposed of during the month - Enter the number of applications disposed of, which is the sum of Items 4a, 4b, and 4c.
  - a. Certified eligible - Enter the number of applications certified eligible during the month.
  - b. Denied - Enter number of applications denied by county action.
  - c. Other dispositions - Enter number of applications voluntarily withdrawn by the applicant, cancelled by death of the applicant, or disposed of by action other than reported in Item 4a and Item 4b.
5. Applications pending at end of month - Enter the number of applications in Item 3 minus the number in Item 4.
  - a. Pending 1 to 30 days - Enter the number of applications that have been pending action for approval or denial for 1 to 30 days.
  - b. Pending over 30 days - Enter the number of applications that have been pending action for approval or denial for over 30 days. This will be the applications from Item 1 which are still pending.

#### Part B. Certified Caseload Movement

For reporting purposes, households whose certification period expired on the last day of the month and which did not make a request for recertification or the request was not made in a timely manner will be carried forward to the

next month. This procedure has been developed in order to maintain the case-load movement for those households which request recertification in the month after the expiration of their certification period, are recertified, and there is no break in benefits. See instructions for Item 8b and the examples following the instructions for Part D in order to properly report these types of cases.

6. Cases brought forward from last month - Enter number of certified cases. The number of cases should be the same as that for Item 10 for last month. If not, explain on the back.
7. Cases added during month - Enter number of assistance and nonassistance households added during the month, which is the sum of Item 7a, 7b, 7c, and 7d.
  - a. Applications approved - Enter the number of new applications approved during the month. The numbers should be the same as those reported in Item 4a.
  - b. Sixty-day continued certification transfers - Enter number of households for which a Form FNS 286, "Certification of Household Transfer", was received and approved during the month without requiring a new application.
  - c. Transferred from PA or NA caseload - Enter in the appropriate column the number of certified households that were recertified from a NA status to a PA status or vice versa during the month. This applies only to households recertified without a break in benefits for the two months involved. These cases are not to be counted in Items 4a or 7a.
  - d. Other approvals - Enter the number of cases approved for reasons other than Items 7a - 7c, including reinstatement of benefits on appeal cases and cases erroneously discontinued.
8. Cases open during month - Enter number of certified cases - sum of Items 8a and 8b. The total should also be the same as the sum of Items 6 and 7.
  - a. Eligible to participate during month - Enter number of households eligible to participate during the report month in each classification. A household eligible for any part of a report month is considered eligible for the entire month.
    - (1) Persons in Item 8a cases - Enter number of persons in the household eligible to participate in the report month. Households whose ATP card is suspended because of 3 months of non-usage are still eligible to participate and must be reported here.
  - b. Other cases - Enter number of cases open in each classification for reasons other than those reported in Item 8a. Include:

- (1) Households certified during the report month but will not be eligible to participate until the following month.
- (2) Households whose certification period expired at the end of the prior month and did not request to be recertified.
- (3) Households whose certification period expired at the end of the prior month and the request for recertification was not made in time for the county to recertify the household for continuing participation for the current month without a break in benefits.  
(See Example #4.)

9. Cases removed from certification during month - The total is the sum of Items 9a through 9f below. Enter the total number of certified cases terminated in each classification during the report month.

- a. Acceptance of employment through Employment Development Department (Code 80) - Enter number of cases no longer eligible to participate in the Food Stamp Program because of employment obtained through the Employment Development Department (EDD). The components should total to the same as Item 6 (Number of Households, Benefits Terminated) on the FNS-285 report.
- b. Failure to comply with work registration requirements (Code 81) - Enter the number of cases which became ineligible because of the failure to comply with work registration requirements. The components should total to the same as Item 7 (Number of Households, Benefits Terminated this month because of failure to comply with requirements) on the FNS-285 report.
- c. Died, moved, voluntarily withdrew, or certification period expired with household failing to appear for recertification (Code 82) - Enter the total number for the above reasons. This item includes removals from certification due to (1) death in one-person cases; (2) the household moving from the county with or without a transfer or eligibility; (3) the voluntary withdrawal of a case; or (4) failure of a case to appear for recertification.

(Note: An inter-county transfer case is considered terminated at the time of issuance of the FNS-286.)

- d. Refusal to pay fraud claims or cooperate with quality control review (Code 84) - Enter the number of cases removed from certification for the above reasons as determined by the state agency.
- e. Transferred to PA or NA caseload (Code 85) - Enter the number of cases transferred because of a change in status from PA to NA or vice versa. A change in classification is not reported until it is officially recorded as an addition to the other classification.
- f. All other removals from certification (Code 86) - Enter number of all other removals from certification during the month.

10. Cases carried forward to next month - Enter the number of certified cases carried forward to next month - Item 8 minus Item 9.

### Part C. Subsequent Certifications

For reporting purposes, "subsequent certifications" are defined as recertifications for those households currently receiving food stamps and for those households who will be recertified for continuing participation without a break in benefits. This definition is necessary to distinguish the ongoing caseload from new cases.

11. Overdue and pending from last month - Enter the number of subsequent certifications overdue and pending from the previous month. The count should equal Item 15 of the previous month's report. If not, explain in a footnote.
12. Number due for the month - Enter the number of NA cases which made timely subsequent certification requests or for which PA eligibility redeterminations were made requiring food stamp purchase requirement redeterminations. Do not count NA cases which never request recertification and PA cases for which the food stamp recertification is delayed pending the annual AFDC redetermination.
13. Total during the month - Enter the total number of subsequent certifications that must be completed during the month, which is the sum of Items 11 and 12.
14. Number completed during the month - Enter the sum of cases in a. and b. below.
- a. Determined continuing eligible - Enter number of cases for which an eligibility redetermination resulted in the case being approved for continued participation.
  - b. Determined ineligible - Enter total number of cases determined ineligible during the month as a result of the recertification process. These are cases where an eligibility redetermination was made and the case was determined ineligible for continued participation. These cases would be treated as discontinuances for the month in which the ineligible determination is made.
15. Overdue and pending county action at end of month - Enter count of all cases overdue for an eligibility redetermination during the month as a result of agency administrative or procedural errors. PA cases are not overdue and pending if the public assistance eligibility redetermination delays the annual food stamp redetermination. However, if the public assistance eligibility is redetermined and a separate unit cannot re-determine food stamp eligibility for that month, then the case is overdue and pending (see Manual Section 63-2311). Counties which do not process NA subsequent certification requests which were made in a timely manner (see Section 63-2411) shall count these as overdue and pending.

Part D. Suspensions (ATP Machine Issuance Counties Only)

16. Number of cases suspended during month due to three consecutive months of ATP non-usage - Enter number of cases which during the report month had their ATP card suspended because of three consecutive months of non-usage. Eligibility of these cases is not considered terminated. (See Section 63-2430.)

Examples

1. A household is certified through May 31, is recertified in May for continuing participation.

May Report: The household is reported in Items 6, 8a, 10, 12 and 14a.

2. A household is certified through May 31, comes in during May for recertification and is determined ineligible.

May Report: The household is reported in Items 6, 8a, 9f, 12 and 14b.

3. A household is certified through May 31 and does not come in until June at which time it is recertified for June with no break in benefits.

May Report: The case will be reported in certified caseload movement in Items 6, 8a, and 10.

June Report: The case will be reported in certified caseload movement, Item 6, in subsequent certifications Items 12 and 14a, and as a result of the subsequent recertification, in Items 8a and 10.

4. A household is certified through May 31, doesn't come in until the end of June, and is certified for July.

May Report: The case is reported in Items 6, 8a, and 10.

June Report: The case is reported in Items 6, 8b, (because the case is not eligible to participate in June) and 9c. This case now becomes a new application for June and since it was received the end of June, it is pending in 5A.

5. A household is certified through May 31 and never comes in.

May Report: The case is reported in Items 6, 8a and 10.

June Report: The case is reported in Items 6, 8b and 9c.

**FOOD STAMP PROGRAM  
MONTHLY STATISTICAL REPORT**
**SEND ONE COPY TO:**
**PROGRAM INFORMATION BUREAU  
DEPARTMENT OF BENEFIT PAYMENTS  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CALIFORNIA 95814**

COUNTY _____	FOR THE MONTH OF _____, 19____
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PART A. NEW APPLICATION PROCESSING	TOTAL	PA	NA
1. Pending from last month (Item 5 last month, or explain on back) .....			
2. Received during the month .....			
3. Total during the month (sum of 1 + 2) .....			
4. Disposed of during month (sum of a + b + c, below) .....			
a. Certified eligible .....			
b. Denied .....			
c. Other dispositions .....			
5. Applications pending at end of month (3 - 4; also a + b, below) .....			
a. Pending 1 to 30 days .....			
b. Pending over 30 days .....			

PART B. CERTIFIED CASELOAD MOVEMENT	PA	NA
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back) .....		
7. Cases added during month (sum of a + b + c + d, below) .....		
a. Applications approved (same as 4a, above) .....		
b. 60-day continued certification transfers .....		
c. Transferred from PA or NA caseload .....		
d. Other approvals .....		
8. Cases open during month (sum of 6 + 7; also a + b, below) .....		
a. Eligible to participate during report month .....		
(1) Persons in Item 8a cases .....	( )	( )
b. Other cases .....		
9. Cases removed from certification or changed in classification during month (sum of a through f, below)		
a. Acceptance of employment through Employment Development Department .....(80)		
b. Failure to comply with work registration requirements .....(81)		
c. Died; moved; voluntarily withdrew; or certification period expired with household failing to appear for recertification .....(82)		
d. Refusal to pay fraud claim or cooperate with quality control review .....(84)		
e. Transferred to PA or NA caseload .....(85)		
f. All other removals from certification .....(86)		
10. Cases carried forward to next month (8 - 9, above) .....		



<b>PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)</b>			<b>PA</b>		<b>NA</b>	
11. Overdue and pending from last month (item 15 last month or explain in a footnote)						
12. Number due for the month						
13. Total during the month (sum of 11 + 12)						
14. Number completed during the month (sum of a + b, below)						
a. Determined continuing eligible						
b. Determined ineligible						
15. Overdue and pending county action at end of month (13 - 14)						
<b>PART D. SUSPENSIONS (ATP Machine Issuance Counties Only)</b>			<b>TOTAL</b>		<b>PA</b>	
16. Number of cases whose ATP card was suspended during month due to three consecutive months of ATP nonusage						
COMPLETED BY			TELEPHONE NUMBER		DATE	

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COUNTY		FOR THE MONTH OF	
		, 19	
<b>PART A. NEW APPLICATION PROCESSING</b>		<b>TOTAL</b>	<b>PA</b>
1. Pending from last month (Item 5 last month, or explain on back) .....			
2. Received during the month .....			
3. Total during the month (sum of 1 + 2) .....			
4. Disposed of during month (sum of a + b + c, below) .....			
a. Certified eligible .....			
b. Denied .....			
c. Other dispositions .....			
5. Applications pending at end of month (3 - 4; also a + b, below) .....			
a. Pending 1 to 30 days .....			
b. Pending over 30 days .....			
<b>PART B. CERTIFIED CASELOAD MOVEMENT</b>		<b>PA</b>	<b>NA</b>
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back) .....			
7. Cases added during month (sum of a + b + c + d, below) .....			
a. Applications approved (same as 4a, above) .....			
b. 60-day continued certification transfers .....			
c. Transferred from PA or NA caseload .....			
d. Other approvals .....			
8. Cases open during month (sum of 6 + 7; also a + b, below) .....			
a. Eligible to participate during report month .....			
(1) Persons in Item 8a cases .....		( )	( )
b. Other cases .....			
9. Cases removed from certification or changed in classification during month (sum of a through f, below)			
a. Acceptance of employment through Employment Development Department ..... (80)			
b. Failure to comply with work registration requirements ..... (81)			
c. Died; moved; voluntarily withdrew; or certification period expired with household failing to appear for recertification ..... (82)			
d. Refusal to pay fraud claim or cooperate with quality control review ..... (84)			
e. Transferred to PA or NA caseload ..... (85)			
f. All other removals from certification ..... (86)			
10. Cases carried forward to next month (8 - 9, above) .....			

<b>PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)</b>			<b>TOTAL</b>			<b>PA</b>	<b>NA</b>
11. Overdue and pending from last month (Item 15 last month or explain in a footnote).....							
12. Number due for the month .....							
13. Total during the month (sum of 11 + 12).....							
14. Number completed during the month (sum of a + b, below).....							
a. Determined continuing eligible.....							
b. Determined ineligible.....							
15. Overdue and pending county action at end of month (13 - 14) .....							
<b>PART D. SUSPENSIONS (ATP Machine Issuance Counties Only)</b>			<b>TOTAL</b>	<b>PA</b>	<b>NA</b>		
16. Number of cases whose ATP card was suspended during month due to three consecutive months of ATP nonusage.....							
COMPLETED BY			TELEPHONE NUMBER		DATE		

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COUNTY		FOR THE MONTH OF	
		, 19	
<b>PART A. NEW APPLICATION PROCESSING</b>		<b>TOTAL</b>	<b>PA</b>
1. Pending from last month (Item 5 last month, or explain on back) .....			
2. Received during the month .....			
3. Total during the month (sum of 1 + 2) .....			
4. Disposed of during month (sum of a + b + c, below) .....			
a. Certified eligible .....			
b. Denied .....			
c. Other dispositions .....			
5. Applications pending at end of month (3 - 4; also a + b, below) .....			
a. Pending 1 to 30 days .....			
b. Pending over 30 days .....			
<b>PART B. CERTIFIED CASELOAD MOVEMENT</b>		<b>PA</b>	<b>NA</b>
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back) .....			
7. Cases added during month (sum of a + b + c + d, below) .....			
a. Applications approved (same as 4a, above) .....			
b. 60-day continued certification transfers .....			
c. Transferred from PA or NA caseload .....			
d. Other approvals .....			
8. Cases open during month (sum of 6 + 7; also a + b, below) .....			
a. Eligible to participate during report month .....			
(1) Persons in Item 8a cases .....		( )	( )
b. Other cases .....			
9. Cases removed from certification or changed in classification during month (sum of a through f, below)			
a. Acceptance of employment through Employment Development Department .....(80)			
b. Failure to comply with work registration requirements .....(81)			
c. Died; moved; voluntarily withdrew; or certification period expired with household failing to appear for recertification .....(82)			
d. Refusal to pay fraud claim or cooperate with quality control review .....(84)			
e. Transferred to PA or NA caseload .....(85)			
f. All other removals from certification .....(86)			
10. Cases carried forward to next month (8 - 9, above) .....			

PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)			PART D. SUSPENSIONS (ATP Machine Issuance Counties Only)		
TOTAL	PA	NA	TOTAL	PA	NA
11. Overdue and pending from last month (Item 15 last month or explain in a footnote).....			15. Overdue and pending county action at end of month (13 - 14) .....		
			a. Determined continuing eligible.....		
			b. Determined ineligible.....		
			14. Number completed during the month (sum of a + b, below).....		
			13. Total during the month (sum of 11 + 12).....		
			12. Number due for the month .....		
16. Number of cases whose ATP card was suspended during month due to three consecutive months of ATP nonusage.....					
COMPLETED BY			TELEPHONE NUMBER		
DATE					

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COUNTY		FOR THE MONTH OF	
		, 19	
<b>PART A. NEW APPLICATION PROCESSING</b>		<b>TOTAL</b>	<b>PA</b>
1. Pending from last month (Item 5 last month, or explain on back) .....			
2. Received during the month .....			
3. Total during the month (sum of 1 + 2) .....			
4. Disposed of during month (sum of a + b + c, below) .....			
a. Certified eligible .....			
b. Denied .....			
c. Other dispositions .....			
5. Applications pending at end of month (3 - 4; also a + b, below) .....			
a. Pending 1 to 30 days .....			
b. Pending over 30 days .....			
<b>PART B. CERTIFIED CASELOAD MOVEMENT</b>		<b>PA</b>	<b>NA</b>
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back) .....			
7. Cases added during month (sum of a + b + c + d, below) .....			
a. Applications approved (same as 4a, above) .....			
b. 60-day continued certification transfers .....			
c. Transferred from PA or NA caseload .....			
d. Other approvals .....			
8. Cases open during month (sum of 6 + 7; also a + b, below) .....			
a. Eligible to participate during report month .....			
(1) Persons in Item 8a cases .....		( )	( )
b. Other cases .....			
9. Cases removed from certification or changed in classification during month (sum of a through f, below)			
a. Acceptance of employment through Employment Development Department .....(80)			
b. Failure to comply with work registration requirements .....(81)			
c. Died; moved; voluntarily withdrew; or certification period expired with household failing to appear for recertification .....(82)			
d. Refusal to pay fraud claim or cooperate with quality control review .....(84)			
e. Transferred to PA or NA caseload .....(85)			
f. All other removals from certification .....(86)			
10. Cases carried forward to next month (8 - 9, above) .....			

<b>PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)</b>			<b>NA</b>		
11. Overdue and pending from last month (item 15 last month or explain in a footnote)					
12. Number due for the month					
13. Total during the month (sum of 11 + 12)					
14. Number completed during the month (sum of a + b, below)					
a. Determined continuing eligible					
b. Determined ineligible					
15. Overdue and pending county action at end of month (13 - 14)					
<b>PART D. SUSPENSIONS (ATP Machine Issuance Counties Only)</b>			<b>TOTAL</b>	<b>PA</b>	<b>NA</b>
16. Number of cases whose ATP card was suspended during month due to three consecutive months of ATP nonusage					
COMPLETED BY			TELEPHONE NUMBER	DATE	

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COUNTY	FOR THE MONTH OF _____, 19____
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PART A. NEW APPLICATION PROCESSING	TOTAL	PA	NA
1. Pending from last month (Item 5 last month, or explain on back) .....			
2. Received during the month .....			
3. Total during the month (sum of 1 + 2) .....			
4. Disposed of during month (sum of a + b + c, below) .....			
a. Certified eligible .....			
b. Denied .....			
c. Other dispositions .....			
5. Applications pending at end of month (3 - 4; also a + b, below) .....			
a. Pending 1 to 30 days .....			
b. Pending over 30 days .....			

PART B. CERTIFIED CASELOAD MOVEMENT	PA	NA
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back) .....		
7. Cases added during month (sum of a + b + c + d, below) .....		
a. Applications approved (same as 4a, above) .....		
b. 60-day continued certification transfers .....		
c. Transferred from PA or NA caseload .....		
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8. Cases open during month (sum of 6 + 7; also a + b, below) .....		
a. Eligible to participate during report month .....		
(1) Persons in Item 8a cases .....	( )	( )
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a. Acceptance of employment through Employment Development Department .....(80)		
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e. Transferred to PA or NA caseload .....(85)		
f. All other removals from certification .....(86)		
10. Cases carried forward to next month (8 - 9, above) .....		



PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)		TOTAL	PA	NA
11. Overdue and pending from last month (Item 15 last month or explain in a footnote).....				
12. Number due for the month .....				
13. Total during the month (sum of 11 + 12).....				
14. Number completed during the month (sum of a + b, below).....				
a. Determined continuing eligible.....				
b. Determined ineligible.....				
15. Overdue and pending county action at end of month (13 - 14) .....				
PART D. SUSPENSIONS (ATP Machine Issuance Counties Only)		TOTAL	PA	NA
16. Number of cases whose ATP card was suspended during month due to three consecutive months of ATP nonusage.....				
COMPLETED BY		TELEPHONE NUMBER	DATE	